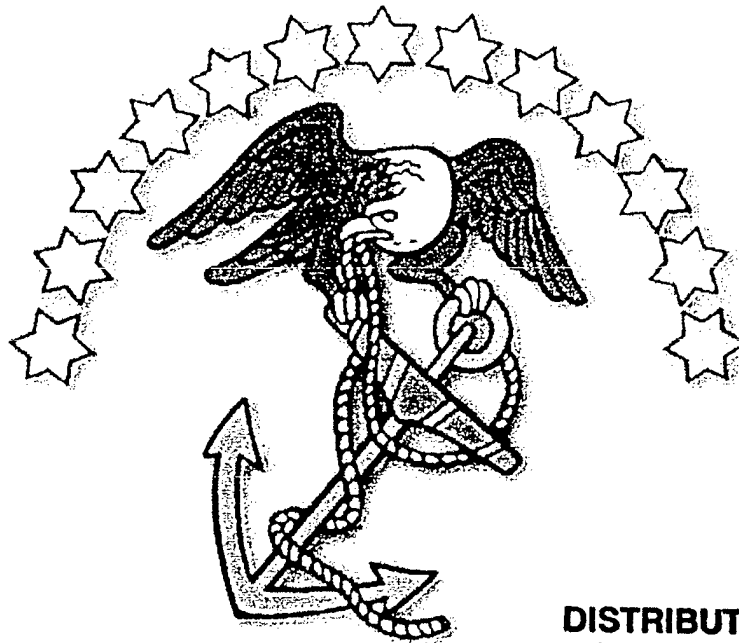


USMC Image Browser

Version 1.00.00



DISTRIBUTION STATEMENT A
Approved for Public Release
Distribution Unlimited

END USER'S GUIDE

March 20, 1999

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Introduction

The History & Museums Division of the United States Marine Corps has made the operational records of the Korean and Vietnam Wars more widely available. The records are digitized, in a non-OCR format, and are copied to CD-ROM. This will ensure that the information is readably available to veterans, the Veterans Administration, students of military history, and the general public. Furthermore, it will preserve the fragile paper from destruction by repeated handling. These document records are viewed through the USMC Image Browser.

The USMC Image Browser is an image retrieval system that provides simple search and navigation features. It includes photograph-quality images of the original Korean War and Vietnam War document records. The search feature allow the user to rapidly locate and retrieve particular documents.

The USMC Image Browser requires a minimum of user training; users will be able to quickly search, display, and print reports and document images. All functions are designed to be accomplished with a minimum of keystrokes and/or mouse clicks.

The USMC Image Browser provides a complete range of built-in features to facilitate Unit/Parent Information searches, displaying document image, and printing document images. Included are image management such as enhancement, zooming, scrolling, fit-to-width and fit-to-height, and images that can be browsed sequentially as selected.

The objective of this manual is to serve as both an introduction and a quick reference guide to the USMC Image Browser.

Manual Organization

This guide includes instructions for:

- Install on Your Machine
- Accessing the USMC Image Browser
- System Overview
- Retrieve Document Information
- Retrieve Document Image
- Printing

This *USMC Image Browser End User's Guide* is divided into the following sections:

Section 1.0: Install on Your Machine

Guides the user through the installation process for the USMC Image Browser system onto their personal workstation.

Section 2.0: Accessing the USMC Image Browser

Guides the user in accessing the USMC Image Browser once it's installed.

Section 3.0: System Overview

Provides a detailed explanation of the Menu Bar and the use of the lookup functions to perform a variety of options. Specific provisions are included for using the Print, Search, Administration Tools, Advanced Search, Print CD Collection Information, Database/Image Path Info, Hints and About options. The search bar, functional toolbar buttons and the status bar are also covered.

Section 4.0: Retrieving Document Information

Explains in detail how to search through the Unit/Parent Information by using the Search Bar; and how to navigate through the Unit/Parent Information window to retrieve document information.

Section 5.0: Retrieving Document Image

Explains in detail how to display documents; the Toolbar buttons; and the GoTo page menu option.

Section 6.0: Printing

Explains in detail how to print documents; how to print CD Collection Information; and how to exit the USMC Image Browser system.

1.0 Install on Your Machine

The standard Setup program will install all the main components that come with the USMC Image Browser. Insert the compact disc into your CD-ROM drive. The AutoRun feature will run the USMCIB Setup.

If the AutoRun feature of Windows®95/ Windows NT® is not enabled on your system,

1. Click on the **Start** button from your Windows95 taskbar.
2. Select the **Run...** command.
3. In the **Run** dialog box, type "**D:\Autorun.exe**", where D represents the drive letter of your CD-ROM drive.
4. Then click the **OK** button.

Note: If you are not sure which drive letter your CD-ROM uses, open the **Explorer** and look for the CD-ROM icon.

Follow the instructions shown on your screen:

The USMC Image Browser Setup window will appear with the **User Information** dialog box as shown in figure 1.1: *User Information dialog box*.

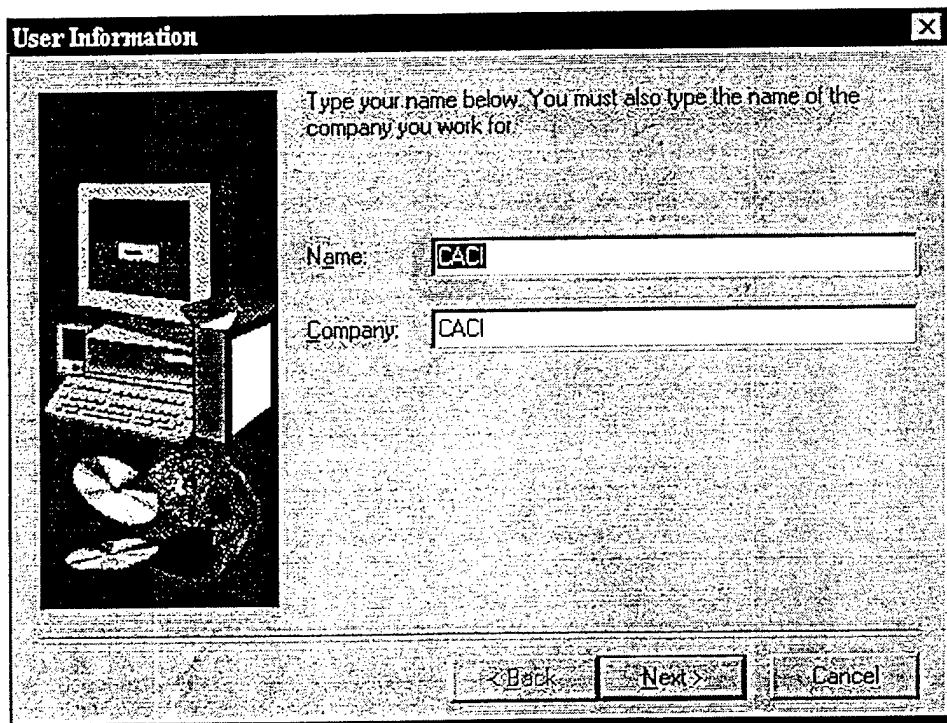


Figure 1.1: User Information dialog box

- Type in your name and the name of the company you work for.
- Click on the **Next** button to continue with the setup. The **Choose Destination Location** dialog box will appear as shown in figure 1.2: *Choose Destination Location dialog box*.

Note: To exit the setup, click on the **Cancel** button.

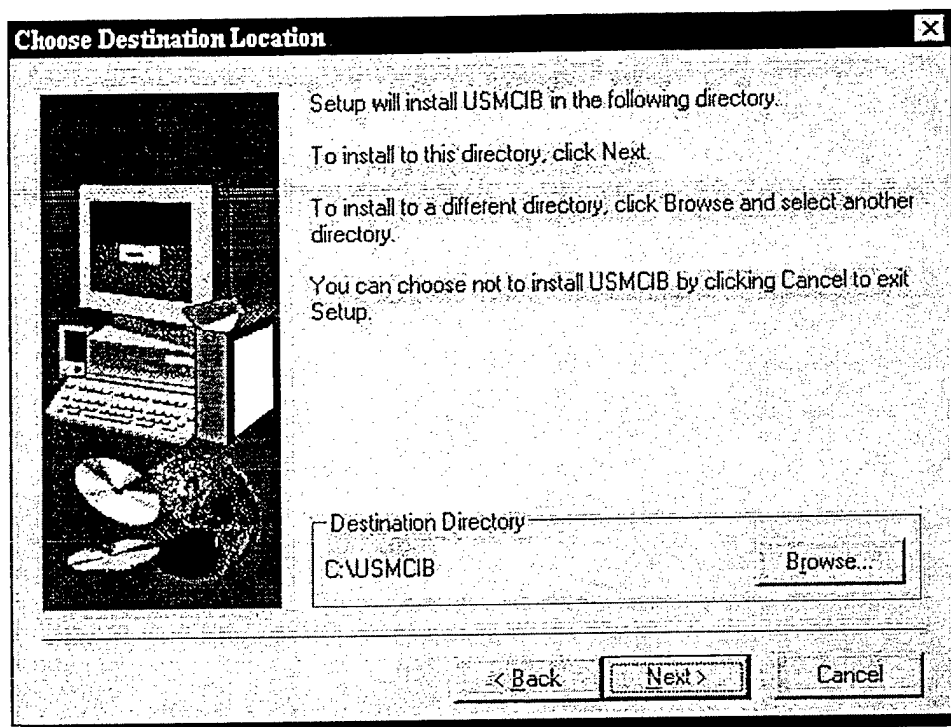


Figure 1.2: Choose Destination Location dialog box

- Click on the **Next** button to install to the destination directory shown at the bottom of the dialog box (**C:\USMCIB**).

Note: To install to a different directory, click on the **Browse** button and select another directory.

- All the appropriate files will be installed to the destination directory. When the setup has finished installing, the **Setup Complete** dialog box will appear (refer to figure 1.3: *Setup Complete dialog box*).

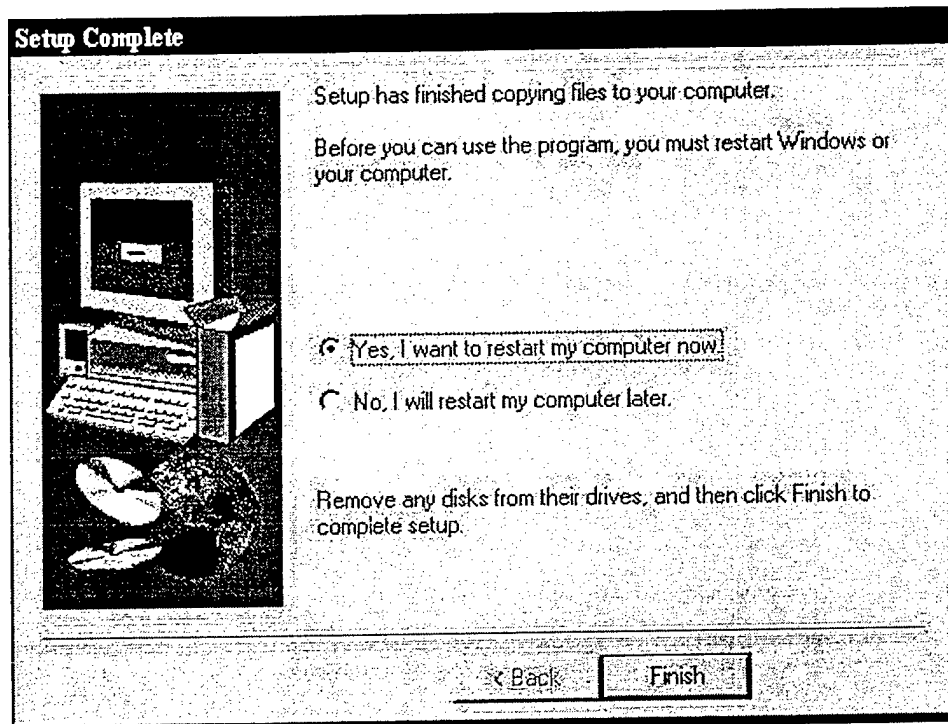


Figure 1.3: Setup Complete dialog box

- The "Yes, I want to restart my computer now" will be selected. Click on the **Finish** button.
- Once your computer has rebooted itself, you are now ready to access the USMC Image Browser.

2.0 Accessing the USMC Image Browser

To access the USMC Image Browser, click on the **Start** button from your Windows95 taskbar. From the pop-up list, select **Programs | Usmcib | USMCIB** as shown in figure 2.1: *Accessing USMC Image Browser*. The USMC Image Browser will start-up.

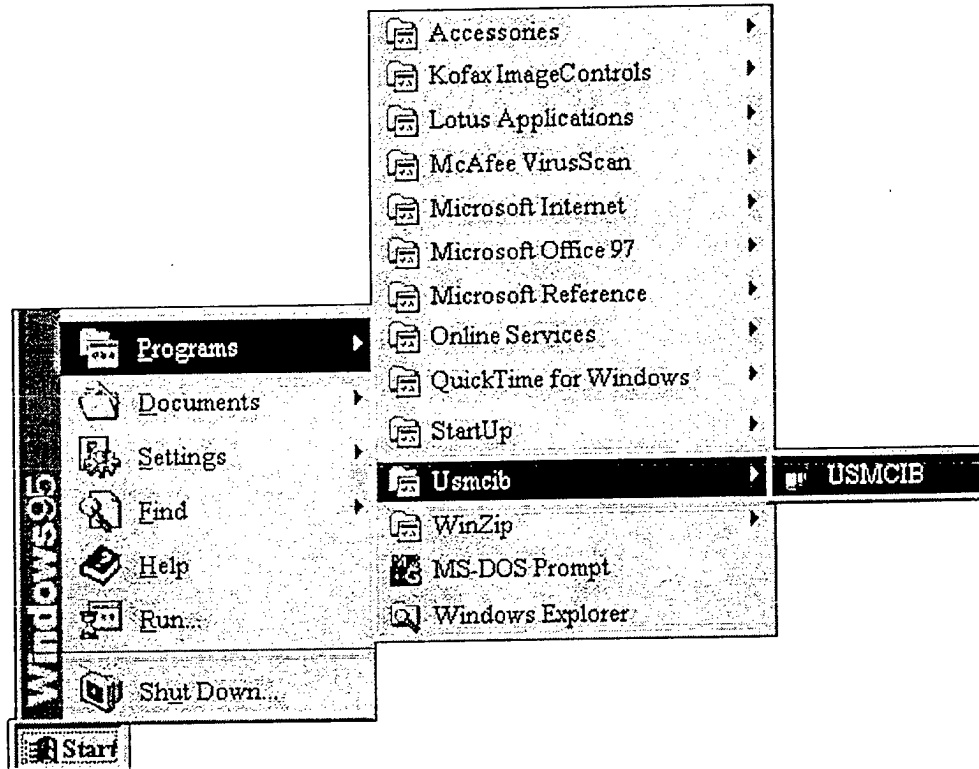


Figure 2.1: Accessing USMC Image Browser

3.0 System Overview

When you first retrieve the USMC Image Browser, the following figure 3.1: *USMC Image Browser v1.00.00* screen will appear. Note that the default window size is 460 x 400 pixels.

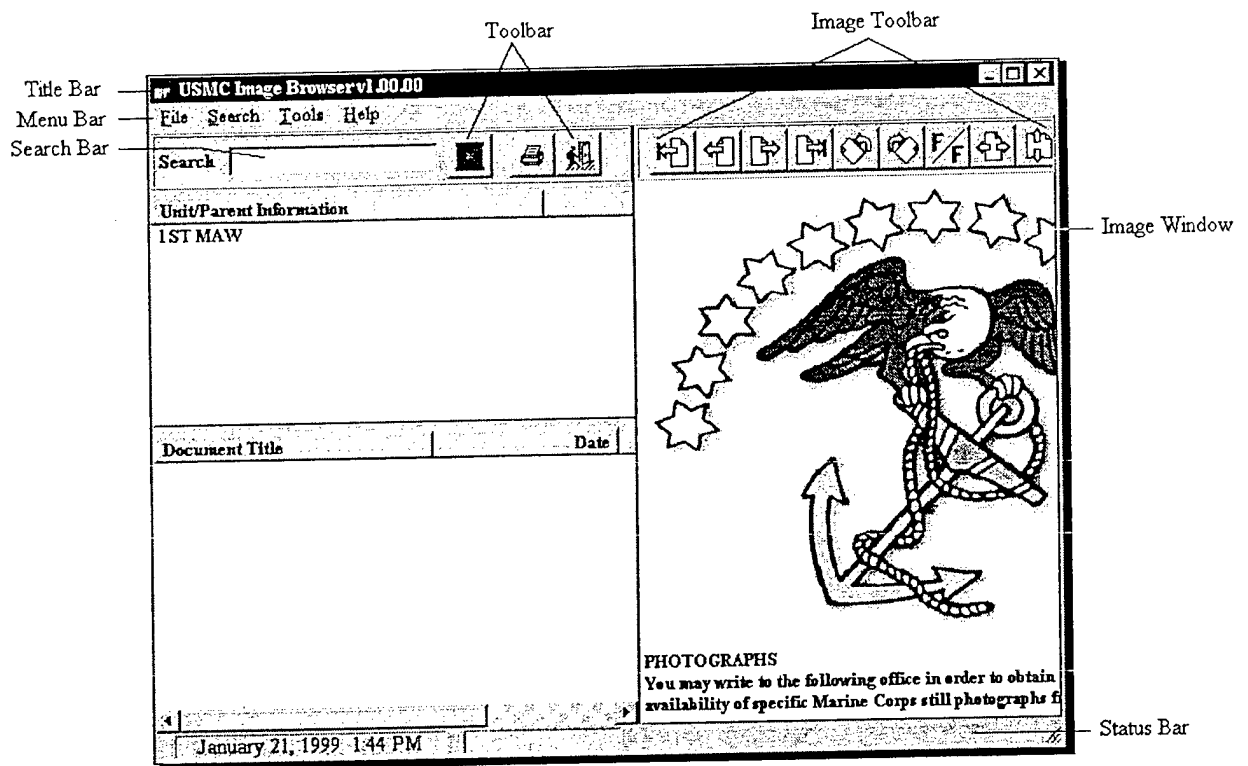


Figure 3.1: USMC Image Browser v1.00.00 screen

3.1 Title Bar

The Title Bar displays the name of the application, and if a document is opened, the document title and the total number of pages will also appear (refer to figure 3.2).



Figure 3.2: Title Bar

3.2 Menu Bar

The Menu Bar is located on the top left side of the screen, underneath the Title Bar. The Menu Bar consists of four options:

1. File
2. Search
3. Tools
4. Help



Figure 3.3: Menu Bar

Each function on the USMB Image Browser Menu Bar is associated with a pull-down menu.

3.2.1 File

When you click on File, a pull-down menu will appear with the following options:

- Print or Ctrl+P
- Exit

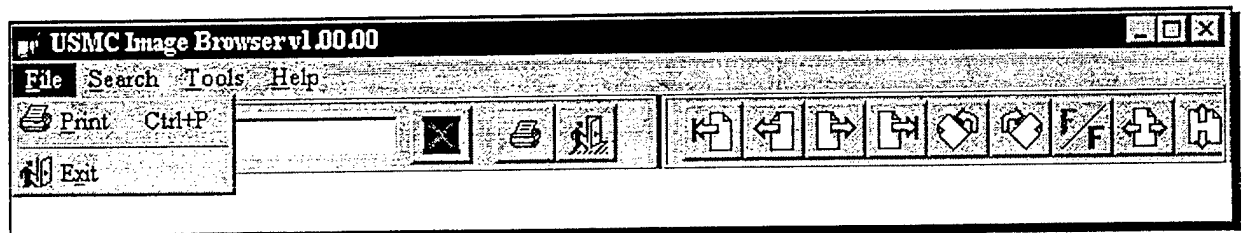


Figure 3.4: File pull-down menu

Print (or Ctrl+P): When you click on **P**rint, the **P**rint dialog box will appear. A document must be opened before you use this feature. If no document is opened, an error message will be prompted.

Exit: USMB Image Browser will close down.

3.2.2 Search

When you click on the Search option menu, a pull-down menu with a **GoTo Page** option will appear (refer to figure 3.5).

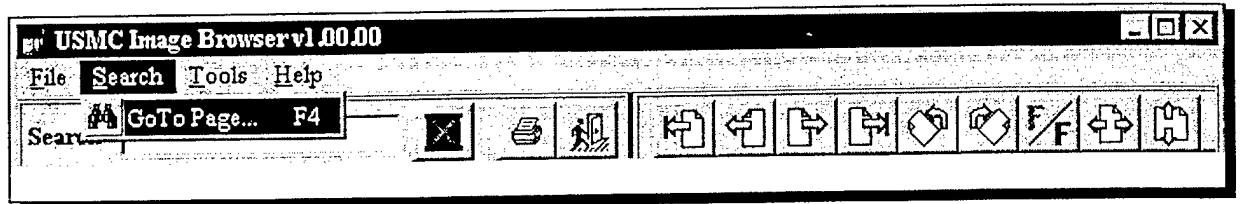


Figure 3.5: Search pull-down menu

Search (or F4): When you click on Search or press the F4 function key, a document must be opened. The **Goto Page...** dialog box will appear on your screen. If a document is not opened before using the Search option menu, a warning message will be prompted on your screen.

3.2.3 Tools

When you click on Tools, a pull-down menu will appear with the following options:

- Administration Tools
- Advanced Search

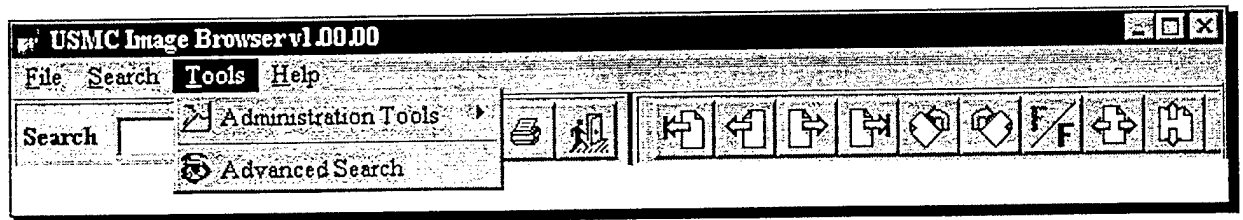


Figure 3.6: Tools pull-down menu

Administration Tools: When you click on **Administration Tools**, another pull-down menu will appear as shown below. It consists of three options:

- **Print CD Collection Information**
- **Database/Image Path Info**
- **Load Default Settings**

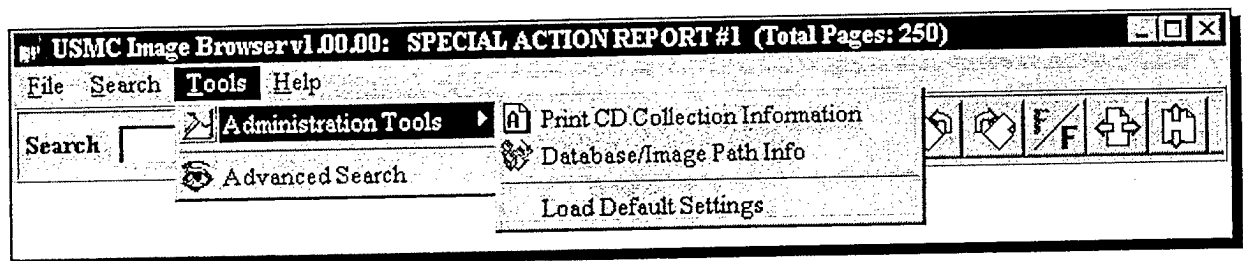


Figure 3.7: Administration Tools pop-up window

- **Print CD Collection Information:**
When the **Print CD Collection Information** is selected, the **Print Preview** window will display the USMC CD Collection Report.

- **Database/Image Path Info:**

When you select **Database/Image Path Info**, the **Administrative Tools** dialog box will appear (refer to figure 3.8). You can change the location of the document database by clicking on the **Browse** button. You can also specify the path location for the data for your document database by pressing the **Add Path** button.

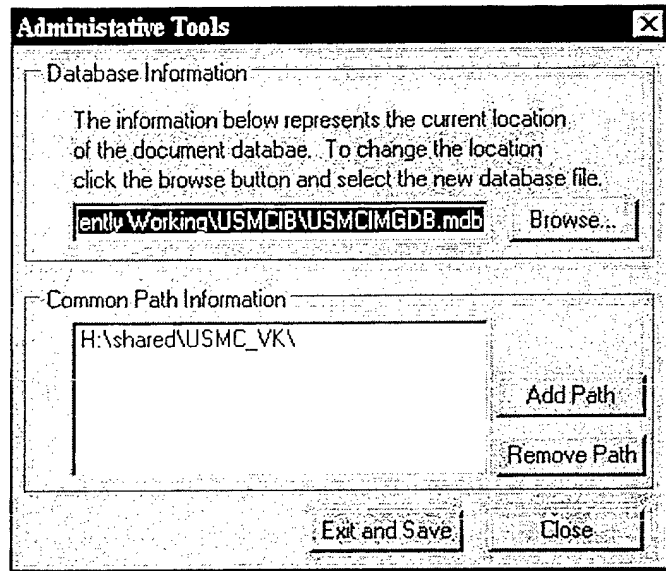


Figure 3.8: Administrative Tools dialog box

- **Load Default Settings:**

When you select **Load Default Settings**, the USMC Image Browser window will resize to its default size (460x400 pixels) at the top left corner of your screen.

- **Advanced Search:**

When you click on **Advanced Search**, it enables the application to search through the local drive for images. If it fails to locate the image, the following message box will appear (refer to figure 3.9).

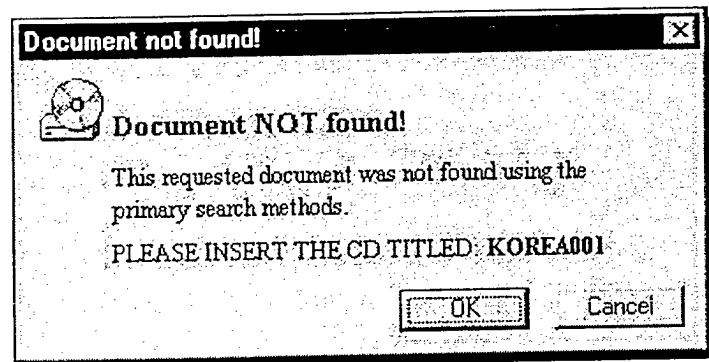


Figure 3.9: Document not found! message box

3.2.4 Help

When you click on Help, a pull-down menu will appear with the following options:

- **Hints**
- **View Documentation**
- **About**

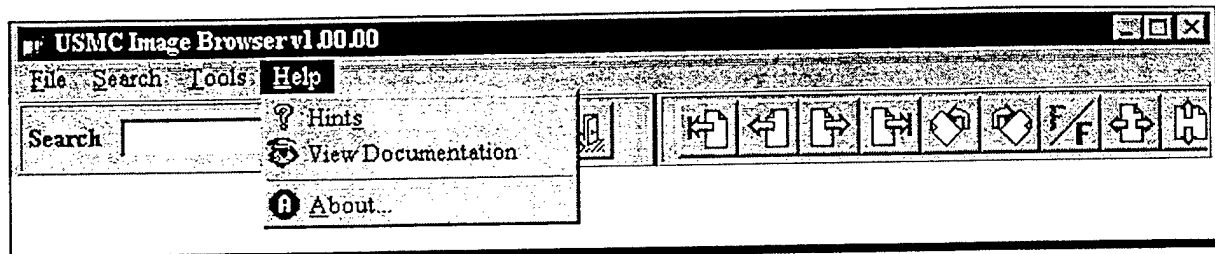


Figure 3.10: Help pull-down menu

- Hints:**
 When you click on **Hints**, the **Hints...** window appears as depicted in figure 3.11. Here, it lists all of the common controls used in the USMC Image Browser. You can print all the information listed in Quick Hints.

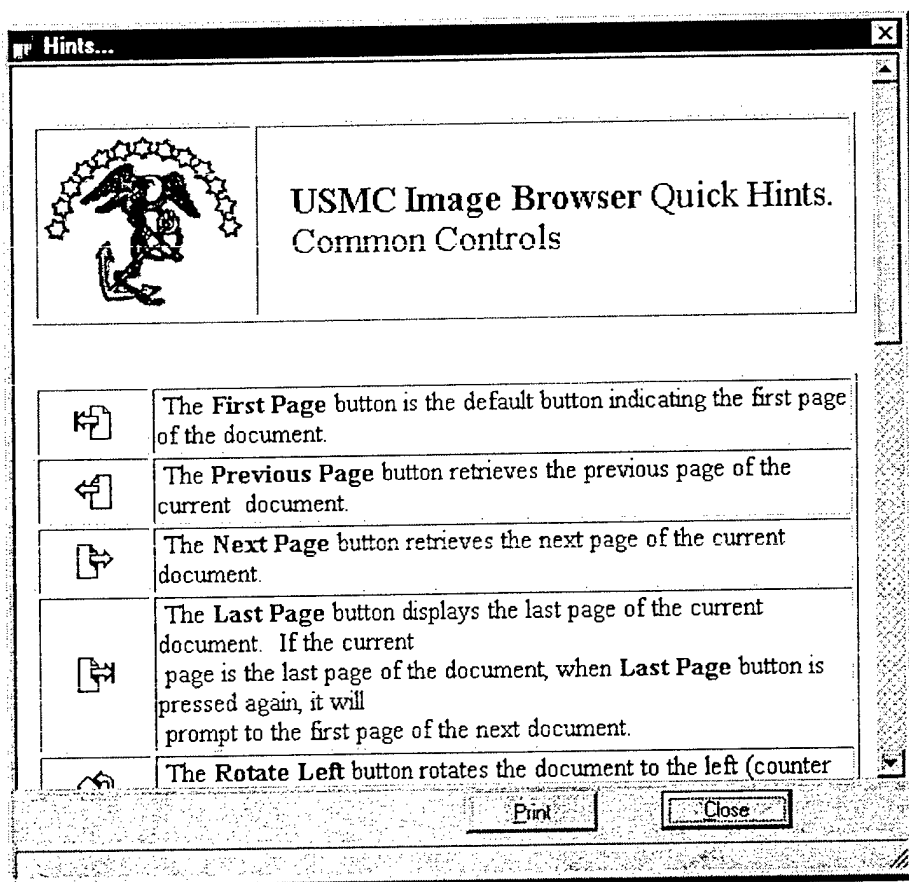


Figure 3.11: Hints window

- **View Documentation:**

When you click on **View Documentation**, the **Documentation...** window appears as depicted in figure 3.12. You can now view or print the USMC Image Browser *End User's Guide*.

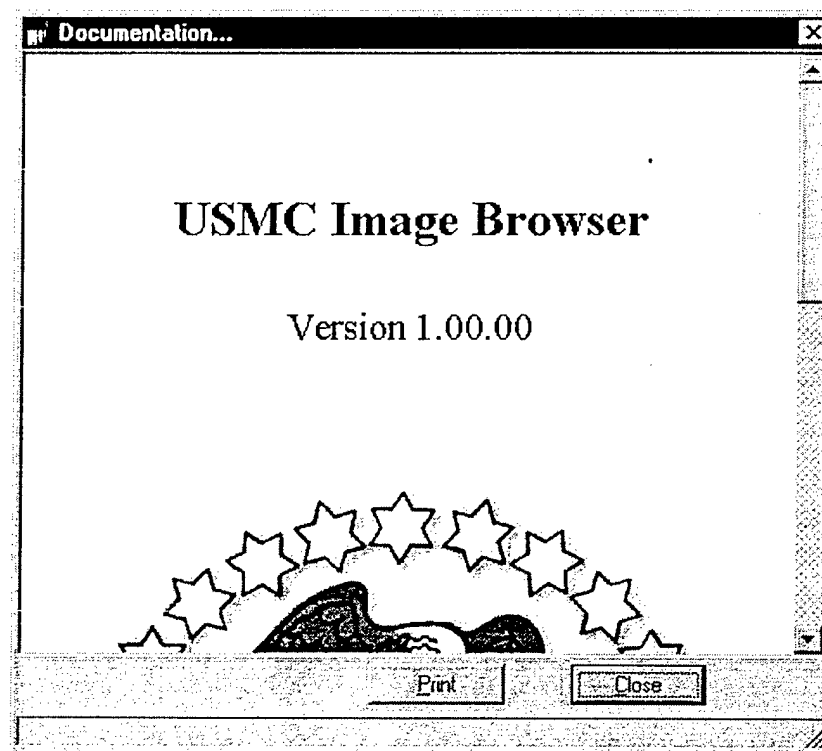


Figure 3.12: Product Documentation.

- **About:**

When you click on **About...**, it will display the product and license information as shown in figure 3.13.

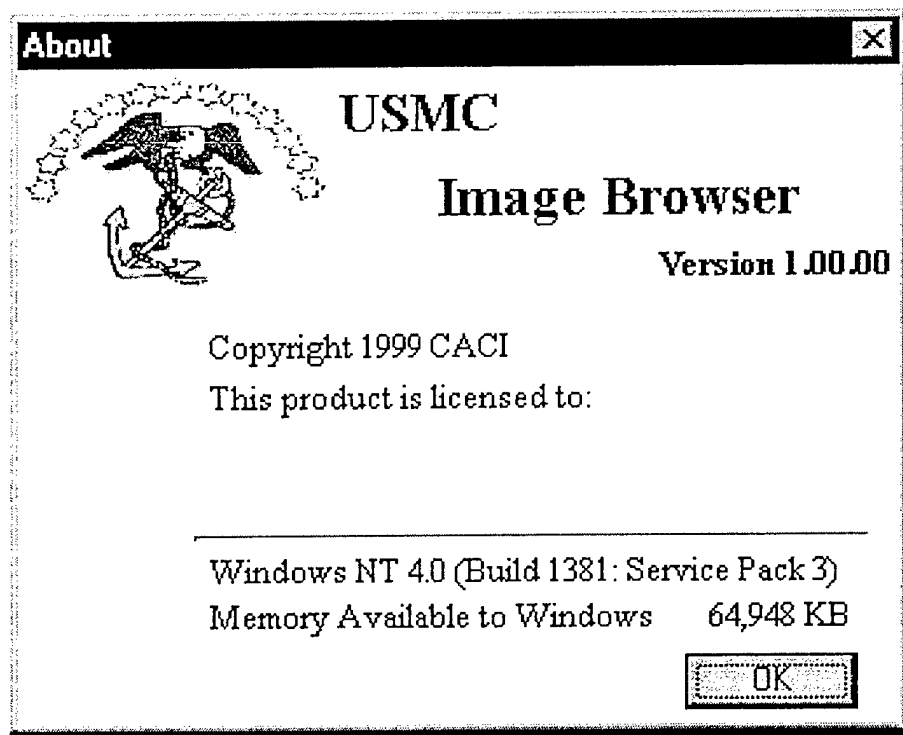


Figure 3.13: Product & License information

3.3 Search Bar

The Search Bar allows the user to search through the **Unit/Parent Information**. Type

a word or phrase in the search bar and the system will highlight the corresponding text from the Unit/Parent Information window.

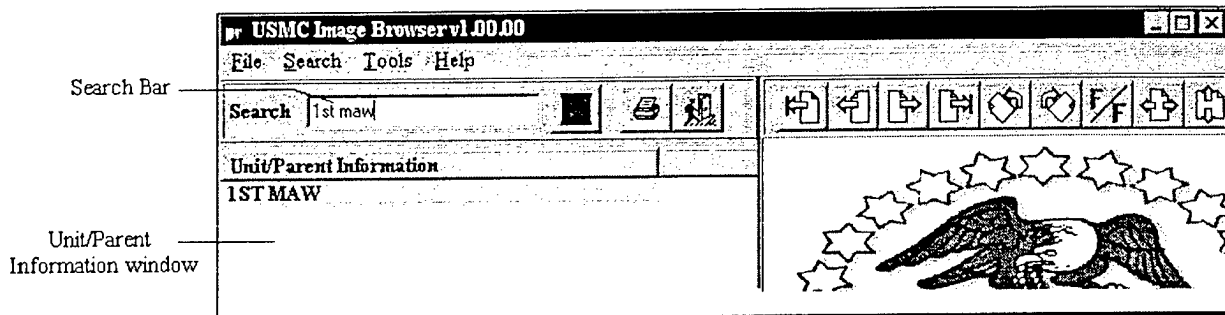


Figure 3.14: Search Bar & Unit/Parent Information window

3.4 Toolbar

The Toolbar function buttons provide the user with a series of functions which controls closing document, printing, exiting the system, and document navigation, position, and manipulation.



Figure 3.15: Toolbar function buttons

You can access the description for each buttons from the menu bar (**Help | Hints**) or by clicking on the **Hints** button (which is the last button in the toolbar, depicted as a question mark).

3.5 Status Bar

The Status Bar is located at the bottom of the application. The status bar will display the current date and time, the page number of the selected document (only if a document is opened), and display hints as you place the cursor over each function button or on any area in the application (refer to the following figure 3.16).

Figure 3.16: Status Bar

4.0 Retrieving Document Information

All of the Unit/Parent Information will be listed under the **Unit/Parent Information** window. Double-click on an Unit/Parent Information to retrieve all the document records. The document title, date, pages, and page range of the retrieved documents will appear in the window below the Unit/Parent Information (refer to figure 4.1).

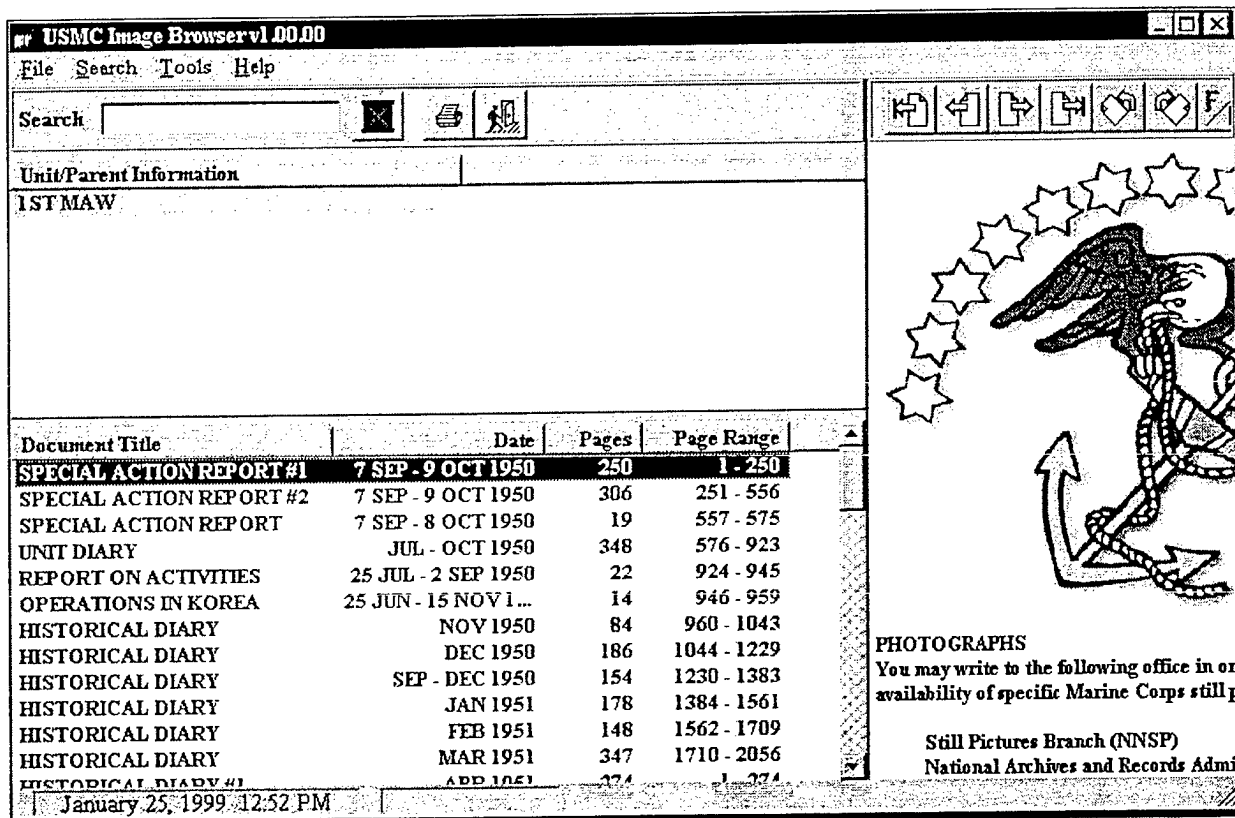


Figure 4.1: Retrieving Document Information

You can also use the **Search Bar** to rapidly locate records from the **Unit/Parent Information**. Type in a word or phrase in the search bar and the system will highlight the corresponding text.

Note: Please note that at this point, no image has yet been retrieved. Therefore, the image window will remain with the default image until the corresponding image has been retrieved.

5.0 Retrieving Document Image

Upon retrieving the document information (refer to figure 4.1 and figure 4.2), you can retrieve the document into the Image window located at the right side of the screen. Double-click on a document and the first page of that document will be loaded into the Image window as shown in figure 5.1).

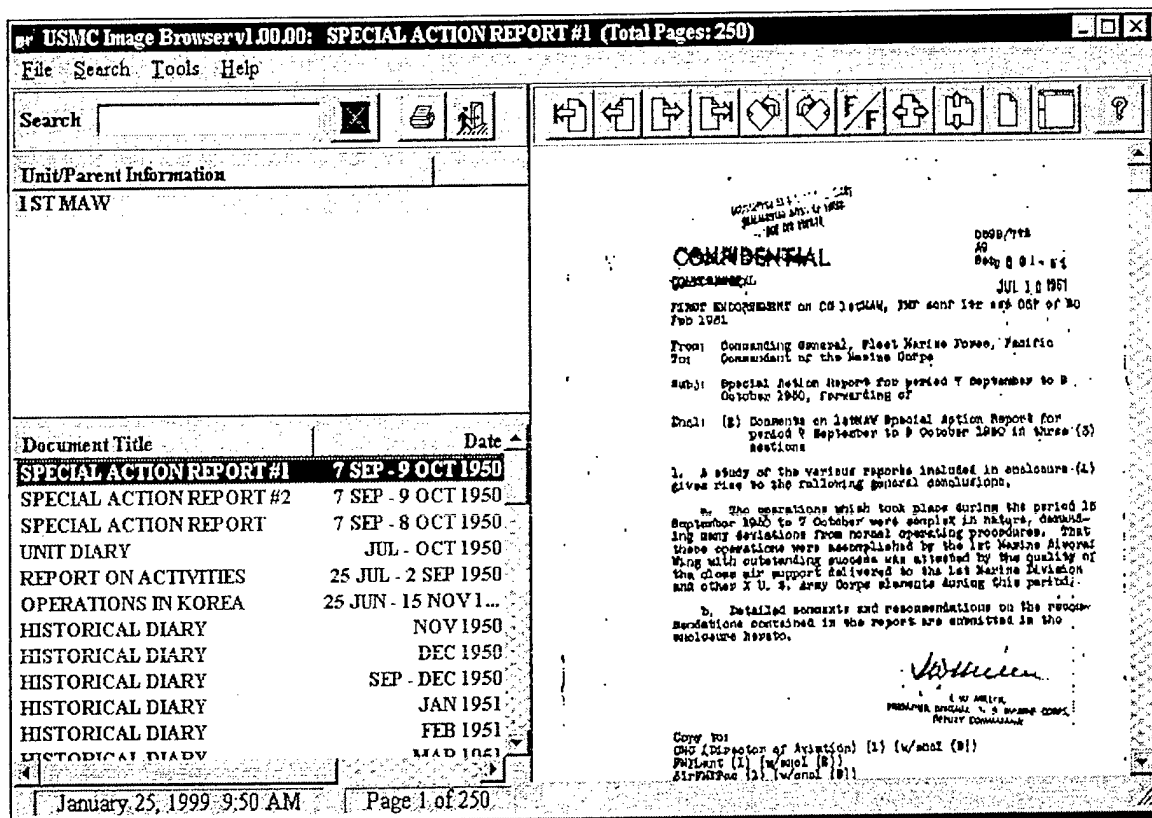


Figure 5.1: Displaying a document image

Note: You can enlarge a specific area of your opened document by clicking and dragging with the mouse pointer. To reset the page, double-click on the document.

PAGES 21
ARE
MISSING
IN
ORIGINAL
DOCUMENT



Click on the **Print** button and the **Print** dialog box will appear (refer to figure 5.3).

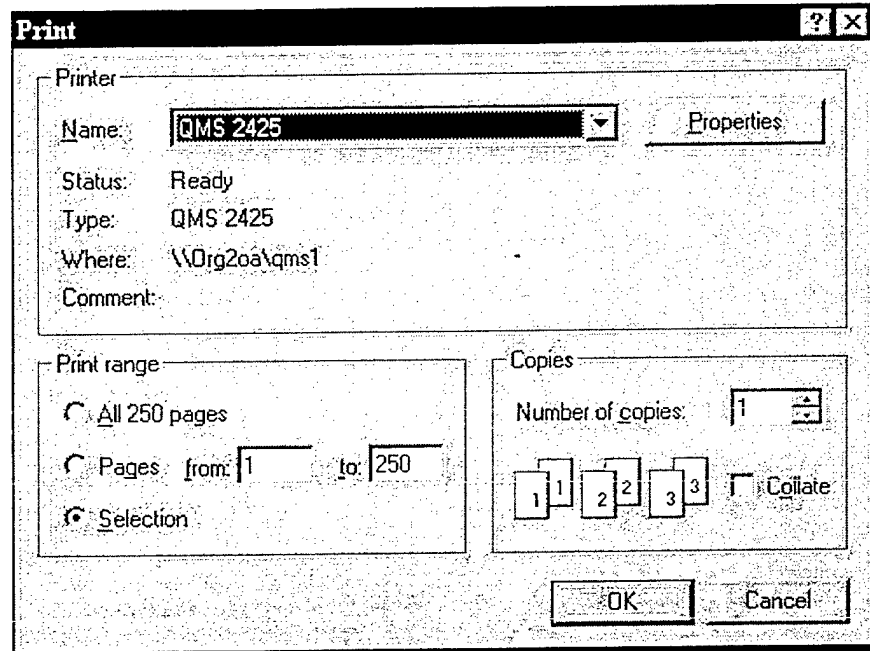


Figure 5.3: Print dialog box

Select the printer's name, and specify the page range and the number of copies you want to make. A document must be opened before you use this feature.

If no document is opened, the following error message will appear if you click on the **Print** button.

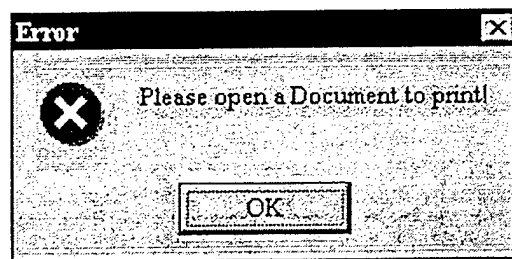


Figure 5.4: Print Error message



Click on the **First Page** button to display the first page of the selected document.



Click on the **Previous Page** button to retrieve the previous page of the current document.



Click on the **Next Page** button to retrieve the next page of the current document.



Click on the **Last Page** button to display the last page of the current document. If the current page is the last page of the document, when **Last Page** button is clicked again, it will prompt to the first page of the next document.



Click on the **Rotate Left** button to rotate the document to the left 90 degrees (counter clockwise). See figure 5.5.

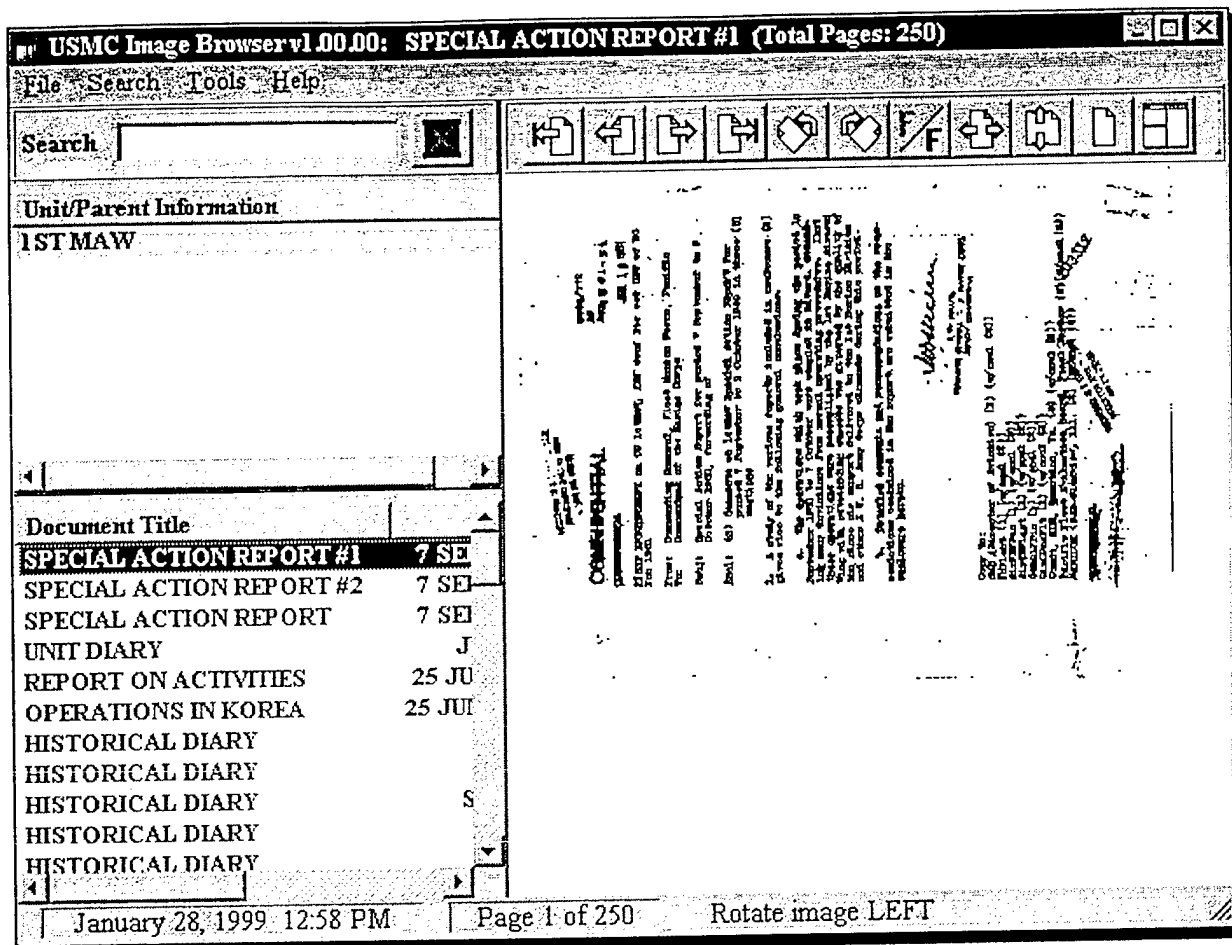


Figure 5.5: Document image rotated to the left



Click on the **Rotate Right** button to rotate the document to the right 90 degrees (clockwise). See figure 5.6.

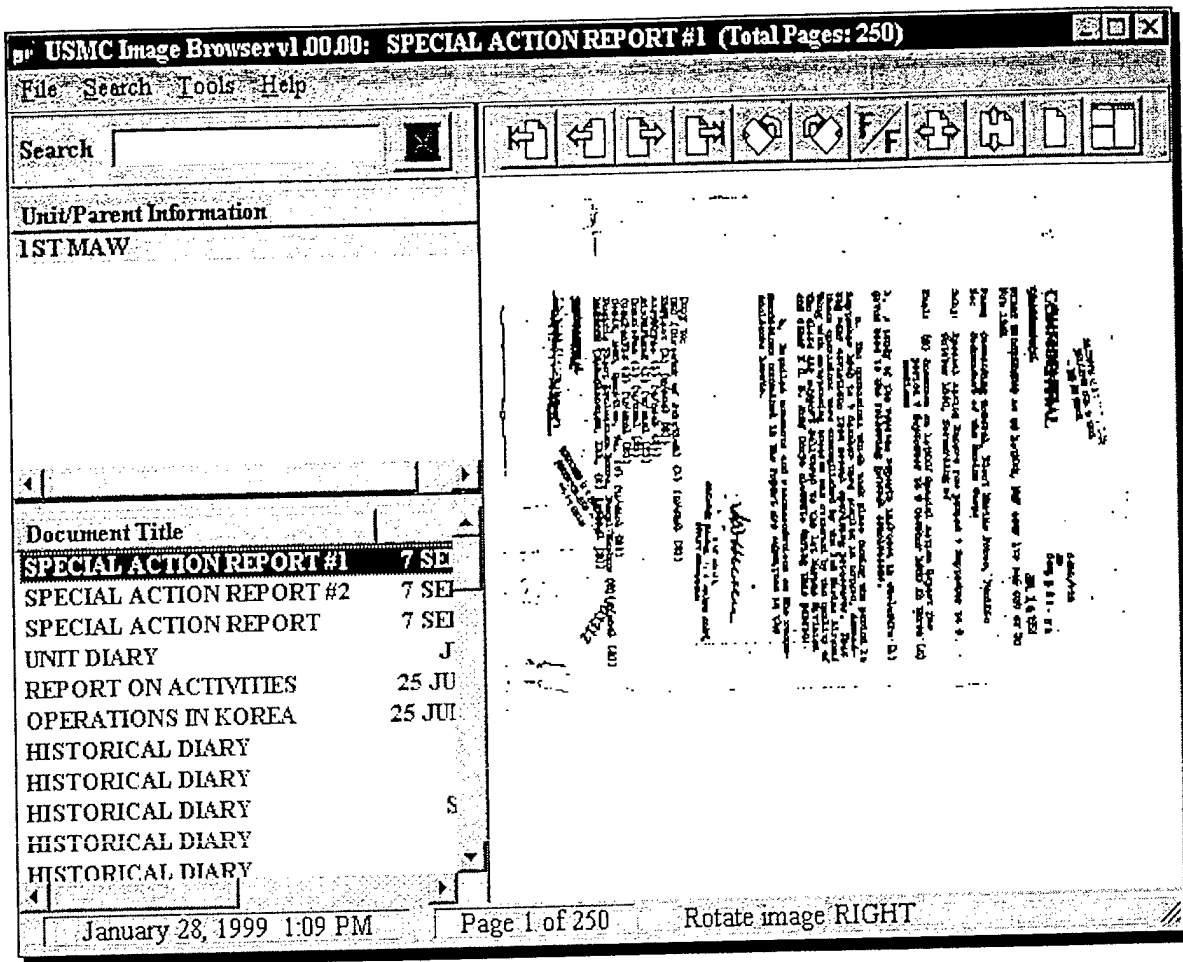


Figure 5.6: Document image rotated to the right



Click on the **Enhance** button to enhance the text on the page.



Click on the **Fit Width** button to resize the document image to fit the entire width of the display area.



Click on the **Fit Height** button to resize the document image to fit the entire height of the display area.



Click on the **Reset** button to resize the document image to fit the entire display area.



Click on the **Enlarge** view button to enlarge the viewing area for the current document (see figure 5.7). To **reset** the viewing area, click on it again.

Figure 5.8: Goto Page... dialog box

Enter the page number in the **Enter Page Number:** box and then press the **GoTo...** button. The entered document page will be displayed in the image window. Click on the **Close** button when finished.

If a document is not opened when using the **Search** option menu or the **F4** function key, the following warning message will appear (refer to figure 5.9).

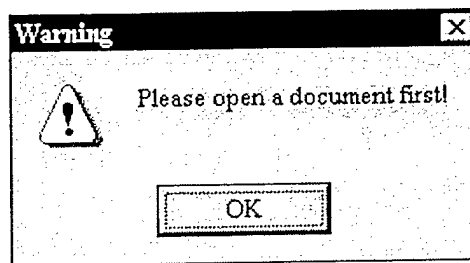


Figure 5.9: Warning message

6.0 Printing

6.1 Printing Document

After you have viewed the documents, you can print the whole document or specify the page range. Click on the **Print** function button (or select **File | Print** from the menu bar or press **Ctrl+P**). The **Print** dialog box will appear as shown in figure 6.1.

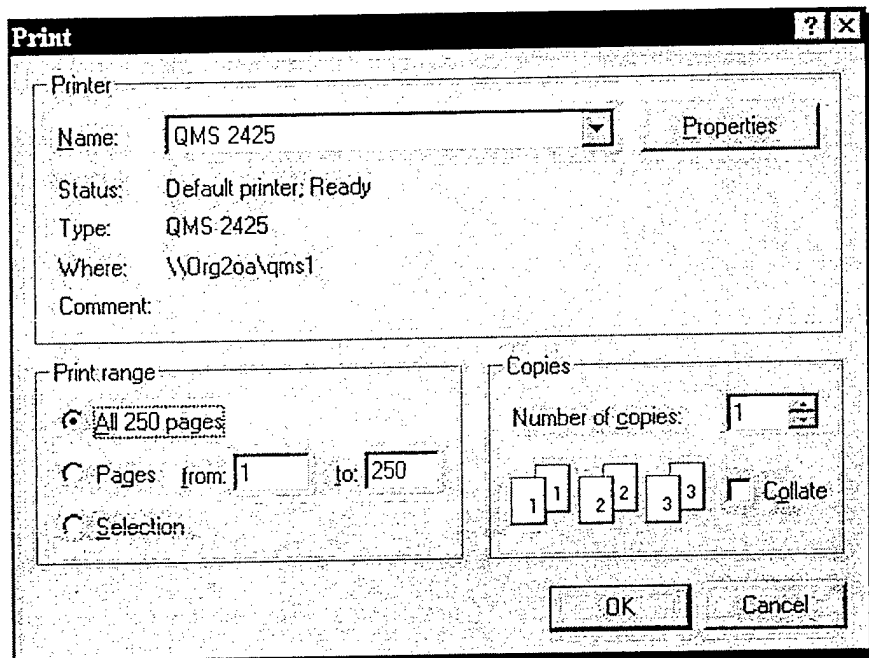


Figure 6.1: Print dialog box

- Select the name of the printer by using the pull-down list in the **Name:** box.
- Specify the print range for your document. You can print all the pages, specify a page range, or print the current page for your document.
- Specify the number of copies you want to make in the **Number of copies:** box.
- Click the **OK** button once you are ready to print.

6.2 *Printing CD Collection Information*

- You can also print the CD Collection Information which prints out a list of the document title and its date according to each Unit/Parent Information record for the current CD.
- Select and click on **Tools | Administration Tools | Print CD Collection Information** from the menu bar (refer to figure 3.7: *Administration Tools pop-up window* in Section 3.0).
- The **Print Preview** window will open as shown below in figure 6.2.
- At the top of the Print Preview window you will find twelve toolbar function buttons.
- Located at the very bottom of the Print Preview window you will find the number of pages the USMC collection report consists of.

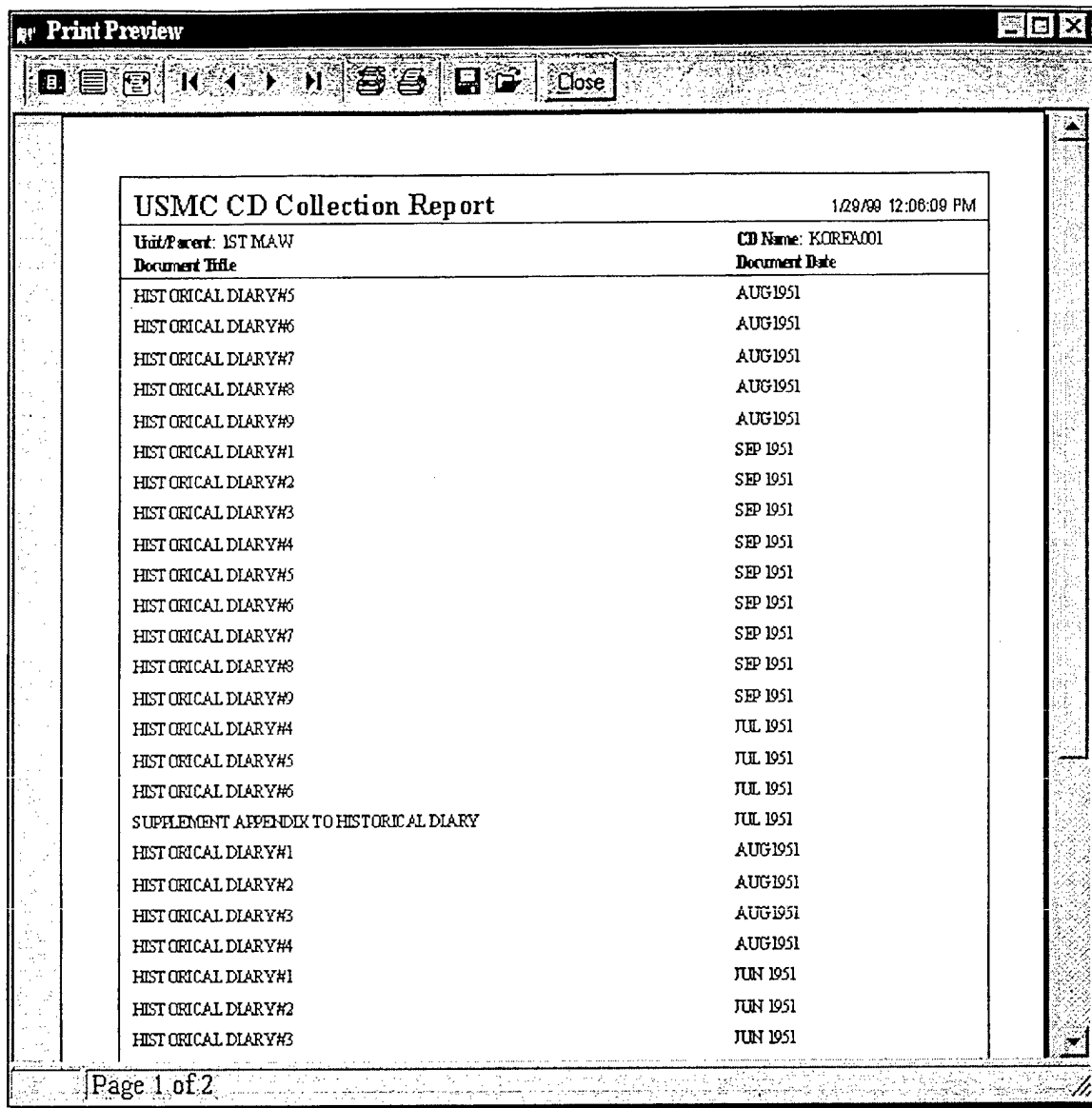


Figure 6.2: Print Preview window

6.2.1 Print Preview Toolbar

The Print Preview Toolbar consists of twelve function buttons (refer to figure 6.3). These buttons control the image view and navigation, printing functions, saving and loading the report, and exiting the Print Preview window.



Figure 6.3: Print Preview Toolbar

Name and description for each Print Preview toolbar buttons from left to right.

- **Zoom to Fit:** resizes the report to fit the entire Print Preview window.
- **100%:** resizes the report to zoom to 100% view.
- **Zoom to Width:** resizes the report to fit the entire width of the display area.
- **First Page:** indicates the first page of the report.
- **Previous Page:** retrieves the previous page of the report.
- **Next Page:** retrieve the next page of the report.
- **Last Page:** displays the last page of the report.
- **Print Setup:** displays the **Print** dialog box which you can select the printer name, specify print range, and the number of copies to be made (refer to figure 6.1: *Print dialog box*).

- **Print:** prints all the page ranges of the report.
- **Save Report:** saves the report as a Quick Report file.
- **Load Report:** opens a saved report.
- **Close:** exits the Print Preview window.

6.2.2 Saving a Report

Once you have previewed a CD Collection Information for the current CD, you can choose to save the report by clicking on the **Save Report** button.

- The **Save Report** dialog box will appear as depicted in figure 6.4.

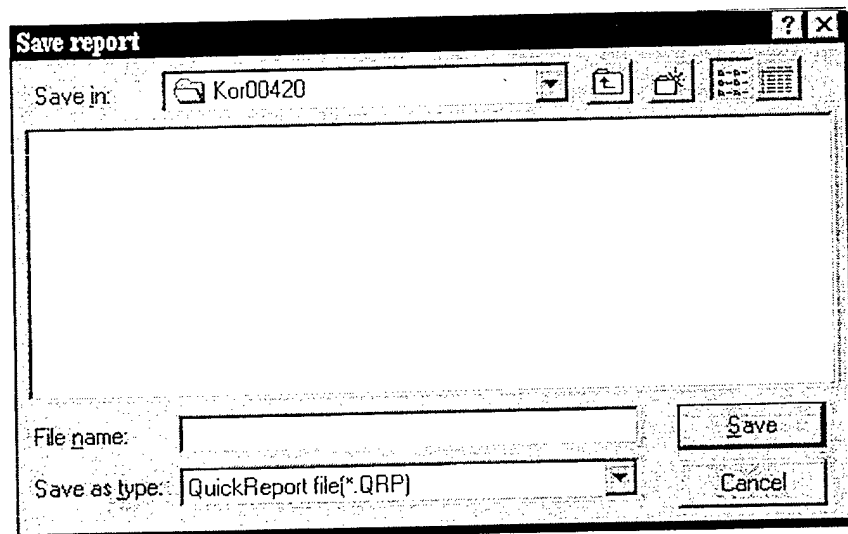


Figure 6.4: Save Report dialog box

- Specify the directory in the **Save in:** box and type in the file name in the **File name:** box. The current CD collection report will be saved as Quick Report file (*.QRP).

6.2.3 Loading a Report

You can open or load up a previously saved report by clicking on the **Load Report** button.

- The **Load Report** dialog box will appear as depicted in figure 6.5.

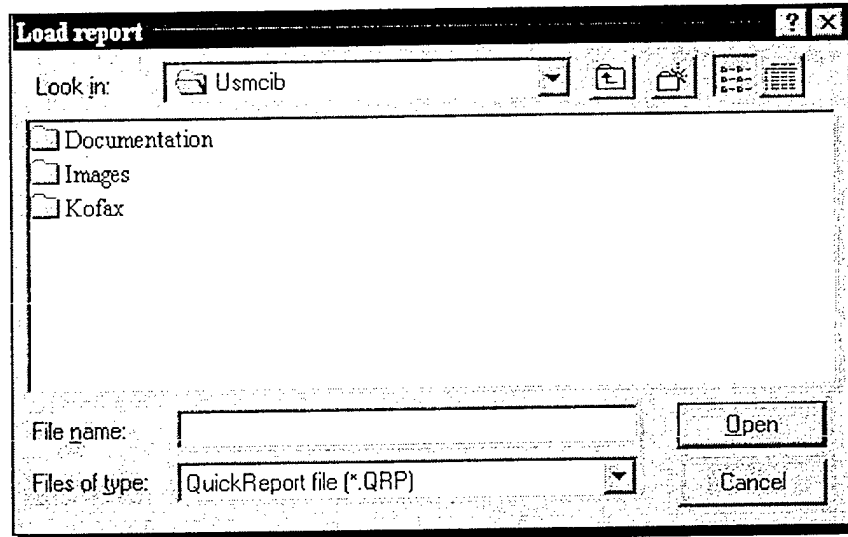


Figure 6.5: Load Report dialog box

- Specify the directory and file name to open an USMC collection report.
- Click on the **Open** button and the report will be retrieved unto the Print Preview window.

6.3 Exiting

To exit the USMC Image Browser v.1.00.00, click on the **Exit** function button or select **File | Exit** from the menu bar as shown in figure 6.6.

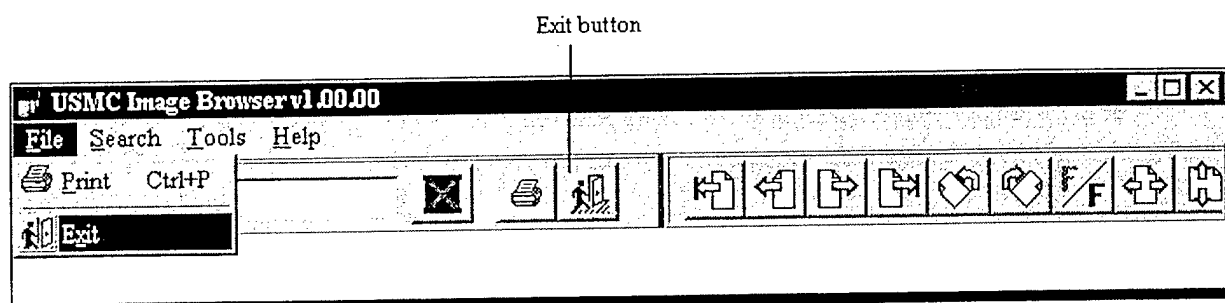


Figure 6.6: Exiting USMC Image Browser



USMC Image Browser Quick Hints. Common Controls.



Loads the FIRST PAGE of a document.



Loads the PREVIOUS PAGE of a document.



Loads the NEXT PAGE of a document.



Loads the LAST PAGE of a document.



Rotates the document LEFT.



Rotates the document RIGHT.



ENHANCES the text on the page.



Resizes the document image to fit the entire WIDTH of the display area.



Resizes the document image to fit the entire Height of the display area.



Resizes the document image to fit the entire display area.



Database Administration.



Displays an ABOUT box..



Prints the current image or a page range of images.



Finds a specified image by page number.



EXITS the program.